



# NOTIFICATION TO THE PARTIES

No. 2024/120

Geneva, 1 November 2024

CONCERNING:

Seventy-eighth meeting of the Standing Committee (SC78):  
Registration, documentation and logistics note

## Date and venue

1. The Secretariat hereby informs Parties that the 78th meeting of the Standing Committee will be held from **Monday 3 to Saturday 8 February 2025** at the following address:

Centre International de Conférences (CICG)  
Rue de Varembe 17  
CH-1211 GENEVA 20  
Switzerland

2. The provisional agenda of the meeting is available on the CITES website at:  
<https://cites.org/eng/sc/78/agenda-documents>.

## Registration

3. Parties that are Members of the Standing Committee are convened to attend its 78th meeting. Other Parties are invited to participate as observers.
4. Any body or agency technically qualified in protection, conservation or management of wild fauna and flora which is either an intergovernmental or a national governmental agency or body; or an international or national non-governmental agency or body, including a private sector entity, desiring to be represented at the meeting by observers shall submit the names of these observers to the Secretariat and provide evidence of the approval of the State in which it is located in the case of a national non-governmental body or agency; or evidence that it has a legal persona and an international character, and a relevant remit and programme of activities in the case of an international non-governmental body or agency, unless it has already been registered by the Secretariat
5. All participants must register in advance for this meeting. Registration for the meeting is now open and focal points of Parties and observers should have received an exclusive link for online registration by email. If you have not received an exclusive link, please contact the CITES Secretariat at [registration@cites.org](mailto:registration@cites.org). Early registration is recommended for participants who require an entry visa to Switzerland. Focal points must send an official nomination letter from their

Secretariat of the Convention on International Trade in Endangered Species of Wild Fauna and Flora (CITES)

Postal address:  
CITES Secretariat  
Palais des Nations  
Avenue de la Paix 8-14  
1211 Geneva 10, Switzerland

[cites.org](https://cites.org)

Governments or organizations addressed to the Secretary-General by e-mail at [registration@cites.org](mailto:registration@cites.org).

6. The Secretariat reminds UN agencies and observer bodies or agencies technically qualified in protection, conservation or management of wild fauna and flora that, according to Rules 3 and 4 of the Rules of Procedure, they need to register by **2 January 2025**.
7. The Secretariat further reminds observer Parties that, according to Rule 2 of the Rules of Procedure, they need to register by **27 January 2025**.

### **Visas to Switzerland**

8. The Secretariat reminds Parties and organizations that their representatives may require visas. It is the responsibility of each participant to acquire a visa if needed as the Secretariat cannot support this process. A visa assistance letter will be sent automatically to all participants whose nomination has been validated. The Secretariat reminds Parties and organizations that such letters will be sent only after it has received the official nomination letter.

### **Credentials**

9. In accordance with Rule 5 of the Rules of Procedure of the Standing Committee, all participants will be required to present official credentials, which should preferably be submitted to the Secretariat at least one week in advance of the first day of the meeting.

### **Financial assistance**

10. The Secretariat is unable to provide any financial assistance for participants other than for Members of the Standing Committee from developing countries.

### **Hotel reservations**

11. All participants, including sponsored Members of the Standing Committee, are requested to make their own hotel bookings. Information about hotels can be found at the following link: <https://www.geneve.com/en/plan-stay>

### **Documentation**

12. Parties and Members of the Committee, as well as observers at the request of the Chair of the Committee, may submit working documents for discussion at the meeting in accordance with Rule 11 of the Rules of Procedure of the Standing Committee. These documents must be provided to the Secretariat at least 60 days before the meeting, i.e., by **Thursday 5 December 2024**. Documents submitted should not exceed 12 pages and use the template available [here](#).
13. Working documents for the meeting will be placed on the CITES website as they become available.
14. Documents may be submitted at any time for information purposes in accordance with Rule 12 of the Rules of Procedure. As a reminder, only information documents submitted by Parties and by the Secretariat relating to specific items on the agenda of the meeting will be numbered by the Secretariat and included in its list of official documents.

### **Web streaming**

15. The meeting will be live streamed in English on the CITES YouTube channel.

### **Side-events**

16. Registered Parties and observer organizations that wish to organize a side-event are invited to fill out this [request form](#) and send it to [registration@cites.org](mailto:registration@cites.org) as soon as possible and no later than **2 January 2025**.

### **Media accreditation**

17. Representatives of print and online media, photo, radio, television, film and news agencies need to be accredited to cover this meeting and should send this [media accreditation form](#) to [katherine.huang@un.org](mailto:katherine.huang@un.org), with a copy to [trezza@cites.org](mailto:trezza@cites.org).